

**MINUTES OF MEETING
LINCOLN PUBLIC LIBRARY
BOARD OF TRUSTEES
October 27, 2015**

CALL TO ORDER:

Chairwoman Karen Quinn Merle Krueger called the meeting to order at 5:36 PM at the Lincoln Public Library.

PRESENT:

Chairwoman Karen Quinn, Trustees Merle Krueger, Ann Rageotte and Treasurer Rita Caraccia were present. Also in attendance was Becky Boragine, Library Director

ABSENT:

Trustee Gertrude Toher

APPROVAL OF MINUTES:

The Minutes of the September 29, 2015 meeting were reviewed. A motion to accept the minutes was made by Trustee Krueger and seconded by Treasurer Caraccia. The motion was approved unanimously.

DIRECTOR'S REPORT:

Ms. Boragine informed the Board that she attended Town Directors

meetings and the opening of the Library's 25 year time capsule. During September three computer classes were held, thirteen story times, six children's programs, zero teen programs and nine adult programs took place. Ms. Boragine indicated that items added to the collection in September were 1,104 books, videos, CD's, magazines, DVD's, CD-ROMS, etc. Also, circulated were 13,040 items. A total of 60 new patrons were given library cards. A total of 4,227 items were loaned out to other libraries and 1,534 items were borrowed. The in-house computer usage was 1,371. The Library web pages were accessed 163,952 times. The online database usage was 1,061. Overdrive usage was 1,435 and includes 39 Audio, 12 Video, 0 Music, 1,024 E-Books and all other E-Books usage was 24, Freegal movies was 7, Freegal music was 82 and Freegal music streaming was 145 hrs.

Ms. Boragine informed the Board about opening the time capsule last month. Most items that were in the time capsule were toys, a copy of the best sellers list, and pictures. The Children's Librarian who buried the time capsule was on hand along with her family members to witness this event. It was decided to bury for another 25 years, and additional items were added to the time capsule specific to the year (a "Frozen" doll and Lego's).

Ms. Boragine spoke about the stats. They are very similar to last month; they are seeing an increase in the Freegal music. The library is also trying out an ancestry database, but is not sure if the cost of

the program is cost prohibitive for use by the library's patrons. Treasurer Caraccia asked if Ms. Boragine could elaborate on the Town Directors Meetings that she attends. Ms. Boragine explained that the Town Administrator holds weekly meetings to inform the department heads of any new business or to discuss ongoing projects.

A motion to accept the Director's report was made by Trustee Krueger and seconded by Treasurer Rageotte. The motion was approved unanimously.

FINANCIAL REPORT:

Treasurer Caraccia presented the financial report and reported the balances of the accounts in October as follows:

- Fines: \$3,226.19
- Champlin Account: \$165,183.91
- Trustees Account: \$25,224.36
- Checking Account: \$1,479.46
- Certificate of Deposit: \$0.00
- Catie Kurowski Fund: \$0.00

There are three checks that will need to be processed for the meeting .The Trustees checking account has not been reconciled since May.

Chairwoman Quinn asked that the checking account be reconciled for the next meeting. It was also noted that the Catie Kurowski money is in the money market account and that nothing has been expended from those funds.

A motion that the Board agrees that all invoices being presented for payment by the Town of Lincoln are accurate and are to be paid from their respective accounts was made by Trustee Krueger and seconded by Trustee Rageotte. The motion was approved unanimously.

UNFINISHED BUSINESS:

Ms. Boragine provided an update on the library renovation. The Technical Librarian has been moved from the receiving room. Shelving has been installed and the copier has been moved. Staff lockers will be moved into this room as well. Board members viewed the area and were pleased with the utilization of the office space. The Young Adult section will be getting additional shelving stacks. The parking lot was discussed. The parking lot drainage issue seems to be fixed, and work will be done on getting a handicap accessible automatic door, currently a doorbell is rung when assistance is needed at the main entrance of the library. The reference desk is working out very well and the staff feels that a swinging door is needed so that patrons are not using the reference librarian's computer, etc. The old reference desk will be discarded as it cannot

be repurposed.

NEW BUSINESS:

Ms. Boragine informed the Board of a new staff member, Ryan Brennan who will be the Assistant Director. He will be considered the “technical librarian” and will work with emerging technology. He will be starting November 2, 2015.

Food for Fines was discussed for the period of December 5th through December 12th. Any canned goods and non-perishable food items donated will be used for the town food baskets. A motion was made by Trustee Krueger that the Food for Fines be instituted for the time period of December 5th through December 12th and seconded by Treasurer Caraccia. The motion was approved unanimously.

The Friends of the Library held their Antique Appraisal fundraiser on October 24, 2015. It was a very successful fundraiser and is something they are considering holding again next year.

The calendars can be found online at the library website.

The newsletter will be coming out in the next few weeks.

Next Meeting is December 8, 2015 at 5:30 pm.

PUBLIC COMMENT:

None

ADJOURNMENT:

There being no further business, a motion was made by Treasurer Caraccia and seconded by Trustee Krueger to adjourn the meeting at 6:05 PM. The motion was approved unanimously.

Respectfully submitted,

Joan Dion

Board Secretary